

ENVIRONMENTAL CAMPUS SCAN Phase 1: Group is just being formed. Campus is determining if they are ready to begin tobacco-free campus policy process. This is a time to start building relationships with possible partners within the campus community, as well as, to gage the campus environment and political climate.	TOBACCO-FREE POLICY ADOPTION Phase 2: The campus is ready to begin taking the steps to bring the proposed tobacco-free policy into law. In this stage it is important to maintain momentum of group members and campus networks.	TOBACCO-FREE POLICY IMPLEMENTATION Phase 3: Implementing a passed tobacco-free campus policy. In this stage it is important to focus on education, promotion and compliance of the new policy.
<u>Step 1:</u> <ul style="list-style-type: none"> Identify a campus that is interested in going tobacco-free Determine the current policy regarding tobacco use on that campus 	<u>Step 1:</u> <ul style="list-style-type: none"> Draft a tobacco-free campus policy (using Spark Sample Policy) 	<u>Step 1:</u> <ul style="list-style-type: none"> Create an implementation timeline(See Spark Sample Implementation Plan) Publicize about implementation process
<u>Step 2:</u> <ul style="list-style-type: none"> Define roles of key leaders in the initiative. 	<u>Step 2:</u> <ul style="list-style-type: none"> Compile a list of options to pass the proposed policy into law on campus to present to upper administration (petition signatures, votes from shared governance groups, open forums, referendum, etc.) Begin to investigate the campus entities that would be integral to outreach to, ensuring compliance of this policy 	<u>Step 2:</u> <ul style="list-style-type: none"> Begin ordering metal signs to be put up around campus on implementation day Order educational materials to be included in all campus communications Print small cards to be handed out to violators of the policy (with cessation information on the back) Prepare the statement to be posted on the school website about the tobacco-free campus policy Send an advisory to local media outlets, inviting them to the kick-off press conference on implementation day Invite local legislators, community members, students, staff, businesses to be a part of the implementation kick-off day
<u>Step 3:</u> <ul style="list-style-type: none"> Recruit a few champion students and staff members to meet regularly as a committee. Post advertisement looking for students to get involved. Host an Other Tobacco Products (OTP) presentation (Using Spark Other Tobacco Products Presentation power-point) to student committees asking for interest at the end. Table at a Health Fair or Student Center to recruit Spark student champions and provide information on involvement with Spark. 	<u>Step 3:</u> <ul style="list-style-type: none"> Meet with Chancellor and/or upper administration to gauge their stance on a tobacco-free campus policy and to determine next steps 	<u>Step 3:</u> <ul style="list-style-type: none"> Implementation of policy, focus shifts to compliance Hold press conference on implementation day Conduct OTP presentations in honor of the policy and include compliance plan Host a kick-off event on implementation day
<u>Step 4:</u> <ul style="list-style-type: none"> Create an action plan and timeline. Begin to investigate the process to pass a proposed policy into law on campus Set up the Spark campus Facebook page. 	<u>Step 4:</u> <ul style="list-style-type: none"> Begin moving forward with action plan to pass the policy into law Reach out to community leaders and businesses to write letters of support for the 	<u>Step 4:</u> <ul style="list-style-type: none"> Continue to monitor and evaluate compliance Continue to educate incoming students/staff/visitors about the policy

	<p>tobacco-free policy</p> <ul style="list-style-type: none"> Write to the school newspaper or cable/radio station (using the <u>Letter to the Editor Template</u>) Host OTP presentations, looking to obtain support of the policy as an “ask” at the end Conduct a Whiteboard Activity in the student center where the committee takes pictures of students and staff sharing stories and support for a tobacco-free campus Partner with local businesses to promote support of the policy (example: Give students a Spark coffee mug when the petition is signed and the student gets discounted coffee at a local café when using this mug) 	
<p><u>Step 5:</u></p> <ul style="list-style-type: none"> Collect data around campus to gage the interest and need for a tobacco-free campus. These groups can utilize surveys (using <u>Spark Survey Template</u>) and key informant interviews. Send out a press release to campus and local news sources regarding the intent of the survey. Host an OTP presentation to student committees asking for their participation in a survey. Send the survey link via mass email to all students and staff. Provide access to the survey on laptops while tabling at a campus location with high student volume. 	<p><u>Step 5:</u></p> <ul style="list-style-type: none"> Obtain the needed amount of votes, signatures, letters of support that will bring the proposed policy into law Host a press conference to announce the new policy and implementation date Host an OTP presentation and focus presentation on tobacco-free implementation date and that they are creating a healthy environment on campus Host a thank-you party for supporters of the policy 	<p><u>Step 5:</u></p> <ul style="list-style-type: none"> Conduct a follow-up survey gauging tobacco-use behaviors on campus and attitudes toward the policy in place
<p><u>Step 6:</u></p> <ul style="list-style-type: none"> Collect and analyze the results Send results to media outlets Present the findings of the survey to campus entities. 		